

**STATE OF MONTANA JOB VACANCY  
AN EQUAL OPPORTUNITY EMPLOYER  
DEPARTMENT OF REVENUE  
"External Recruitment"**

**Position Title:** Data Capture Unit Manager  
**Position Number:** 58104612  
**Division:** Information Technology & Processing  
**Bureau:** Processing & Retention Operations  
**Grade/Salary:** 16/ \$36,693- 44,754 DOQ  
**Status:** Permanent/Full-time  
**City:** Helena  
**Union:** No  
**Supplement:** Yes  
**Hiring Supervisor:** Terry Hutton  
**Closing Date:** January 18, 2007

**Special Information:** Seeking highly self-motivated, well-organized individual who loves a challenge and can supervise and coordinate 15 full time employees, the associated workload and approximately 50 temporary employees at peak season. Working for the department has great benefits that include 3 weeks vacation, major medical coverage, vision and dental insurance

**Role Summary and Duties:** Looking for an experienced, energetic, hands-on supervisor to motivate approximately 60+ employees during peak tax season. Responsible for data capture of tax information reported to the department under stressful yet rewarding peak processing periods. Excellent career opportunity for someone looking for great state benefits that includes three weeks paid vacation and full medical, dental and vision coverage – just to name a few!

We need someone who has experience working with employees to ensure personnel issues are dealt with in a timely matter while maintaining visibility and providing positive helpful leadership. Peak processing season generally runs from February through May with temporary employees working in two shifts and Saturdays. The department provides excellent bureau support to help coordinate hiring and supervision of the high volume of temporary employees. Must be willing to work in excess of 40 hours per week during peak processing seasons, which may include evenings and weekends.

**Competencies:** Demonstrated ability to provide timely and effective written, oral and interpersonal communication; to think creatively and recommend innovative solutions; ability to make decisions based on less than complete information. Knowledge of accounting principals, data processing, reconciliation, information processing and demonstrated technical expertise. Must be able to interpret related policies, procedures and laws. Demonstrated knowledge of concepts and practices of personnel management and supervision and conflict resolution techniques. Proactively focuses efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, actions and results. Follows issues through to completion.

**Education and Experience:** A combination of education and experience equivalent to a bachelor's degree in business or public administration or closely related field and five years of data systems management or data capture processing experience. Minimum of three years of supervisory experience is required. Other combinations of education and experience will be evaluated on an individual basis. Data capture software including scan and image and/or equivalent data processing systems experience is desirable.

**Application Deadline:** All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources  
Department of Revenue  
PO Box 1712

Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue). Phone: (406) 444-9858 Fax: (406) 444-6998.

**Accommodations:** The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

**Application materials required for this position are:**

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue).
2. Answers to the supplement questions (see attached).
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

**Background Check:** Applicants will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

**Other Eligibility Requirements:** Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

**New Employee Probation Status:** For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

**Immigration Reform Control Act.** In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

**Montana Compliance with Military Selective Service Act.** In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully

**Department of Revenue**  
**Supplement Questions**

**Position Number:** 58104612  
**Position Title:** Data Capture Unit Manager  
**Application Deadline:** January 18, 2007

**Instructions:** Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. Please describe your experience managing and supervising subordinate staff. Include details that describe the number of staff supervised/managed and what your duties as a manager/supervisor included.
2. Please describe your experience prioritizing work and workload requirements for individuals and teams in a highly demanding and time sensitive work environment. Include details that describe problems encountered and solutions; budget and resource planning; working with deadlines; and motivating team members.